

**PART-TIME FRONT OFFICE ADMINISTRATION ASSISTANT
CLERICAL OFFICER GRADE**

Job Purpose

The P/T Front Office Administration Assistant provides exceptional reception and office support for Sport Ireland Institute services and programmes, provided to high performance sports. This busy and varied role requires someone who enjoys working in a supportive, yet sometimes challenging, team environment, learns quickly, and has confidence, initiative and pride in their work. This is one of two PT Front Office Administration roles.

Reporting To: High Performance Centre (HPC) Manager

Key Duties and Responsibilities

- A friendly first point of contact for athletes and other Institute users, proactively providing assistance as appropriate.
- Reception and office administration duties, working with the Operations team to ensure consistency and make improvements.
- Checking in athletes and visitors and booking meeting rooms on the appointment system.
- Daily operational tasks such as routine stock checks and replenishment, supplies orders, kitchen upkeep, catering orders, general enquiries, meetings support, etc. updating booking logs.
- Proactively ensuring that the standards of tidiness and cleanliness in the Institute HPC are maintained.
- Ensure patient confidentiality, privacy and data protection at all times in accordance with EU standards
- Answering phone and contactus@instituteofsport.ie queries or, when appropriate, directing the query to the correct staff member.
- Providing support to the HPC Manager with booking requests.
- Opening and/or closing building.
- Support for the Head of Operations and cover for other Operations team members.
- Occasional events support.
- Other projects or tasks within the competency of the role, as required.

This is not an exhaustive list, and the role will include any duties required by Sport Ireland from time to time which are appropriate for the position and the needs of the organisation.

Person Specification:

This role may suit someone, living locally, looking to supplement their income with a few hours work per week in a friendly and positive environment.

Candidates must be able to commit to the regular afternoons/evenings below.

- Provisional schedule is below although some flexibility will be required:
 - Monday 2.30pm-6.30pm
 - Tuesday 2.45pm-6.45pm
 - Wednesday 2.45pm-6.45pm
 - Friday 2.15pm-6.15pm

- Weekend work when required

Hours will be arranged in consultation with the staff member in advance. Weekend work is currently required 1-2 times per month but may increase or decrease depending on bookings received.

Essential: Qualifications, Experience, Knowledge, Skills and Abilities

- Maintain a friendly, helpful, confident and professional manner in a busy environment
- Good administration and organisational skills
- Ability to work effectively on their own initiative and as part of a team
- Good level of proficiency in MS Office (Word, Excel, Outlook)
- Ability to use discretion to protect Institute-users' privacy
- Ability to learn new technology systems quickly

The desired candidate will be:

- Reception experience preferred
- Positive, enthusiastic and highly motivated to learn.
- Skilled in communicating effectively at all levels within an organisation.
- Efficient, with attention to detail
- Interest in sport is an advantage

Additional Information:

Contract: Part-time agency contract, typically 16 hours minimum per week

Salary Scale: CLEFICAL OFFICER GRADE Standard Scale. The appointment will be made on this scale at a point in line with current Government Pay Policy. New entrants to the public sector commence on the first point of scale.

Location: Sport Ireland Institute, Sport Ireland Campus, Snugborough Road, Blanchardstown, D15 Y52H

If you would like to apply for this position, please send your CV in confidence to sportirelandjobs@orangerecruitment.ie . Closing date for applications is Thursday the 5th November 2026 5pm.

Sport Ireland is committed to fostering an inclusive workplace which values and benefits from the diversity of the workforce. Sport Ireland is an equal opportunity employer of all qualified individuals. We actively welcome applications from people from all backgrounds and do not discriminate based on any protected groups. If you require reasonable accommodations to interview, please let us know and we will do our best to assist.

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